**NDUKWE MARCELLINUS CHUKWUMA**

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**SUMMARY**

* Personalized client experience
* Transforming businesses through social media strategy
* Delivering exceptional administrative support
* Client satisfaction & relationship building
* Expert calendar management & email organization
* Fostering long-term client partnerships
* Highly skilled data annotator
* Extensive experience in annotating text, image, and audio data
* Strong understanding of data annotation principles, methodologies, and tools

**EDUCATION**

**Abia State University –** Abia State, Nigeria  **September 2010 – September 2015**

B.Sc, Economics

**WORK EXPERIENCE**

**VIRTUAL ASSISTANT**

**Golden Model School** 2017- 2024

- Provided remote administrative support to teachers, staff, and management

- Managed digital communication, email, and social media

- Coordinated online events, webinars, and workshops

- Developed and maintained digital records and databases

- Implemented virtual assistance processes and tools

**VIRTUAL ASSISTANT**

**Jeffo Construction**  2014 -2017

- Provided administrative support to construction teams and management

- Managed project documentation, permits, and licenses

- Coordinated meetings, site visits, and inspections

- Maintained accurate records and databases

- Ensured compliance with regulatory requirements

**ADMINISTRATIVE HEAD**

**Brighter Academy**  2011 - 2014

- Supervised and trained administrative staff to ensure seamless operations

- Oversaw daily administrative tasks, including scheduling and record-keeping

- Coordinated events, workshops, and conferences

- Implemented administrative policies and procedures

- Managed budget and procurement processes

**VIRTUAL ASSISTANT AND SOCIAL MEDIA MANAGER**

**Matal Sec Agency** 2008 - 2011

- Provided administrative support to senior management and staff

- Managed front desk operations, handled phone calls, and responded to emails

- Coordinated meetings, appointments, and travel arrangements

- Maintained accurate records and filing systems

- Developed and implemented effective administrative processes

**VOLUNTEER ACTIVITIES**

**VIRTUAL MENTOR**

**\*Online Education Platform\* (**2022 **-** 2023**)**

- Provided guidance and support to students in digital marketing and social media

- Conducted webinars and workshops on industry trends and best practices

- Developed and shared educational resources and materials

- Fostered online community engagement and facilitated networking opportunities

**SKILLS**

| * OnlineResearch,Microsoft Office, Google workspace, Adobe creative cloud,Transcription services,
 | PowerPoint,Project management,Calendar management , Scheduling, | * Project Coordination,Text Annotation,Image Annotation,Audio Annotation ,Data labeling,Data quality control
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**INTERESTS**

| * Nature & Wildlife Conservation
 | * Women Empowerment
 | * Regional Development
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**LANGUAGES**

| * Igbo- Native
* Pidgin- Expert
 | * English - Expert
 | * French - Conversational
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